

30 August 2013

Dear Ms Cathy Fox  
By email: [request-172343-  
0ac01265@whatdotheyknow.com](mailto:request-172343-0ac01265@whatdotheyknow.com)

Our Reference CAS-266074-STY85B

Dear Ms Fox

## **Your request for information**

Thank you for your email of 8 August 2013 in which you requested the following information:

- *what the retention policy is of records held by OFSTED, and in particular those held from SSI*

## **The Freedom of Information Act**

We have dealt with your request in accordance with the Freedom of Information (FOI) Act 2000. The FOI Act is primarily concerned with the disclosure of information to the public, and does not take account of who the requester is or the purpose for which the request has been made.

The first requirement of the Act is that we should confirm whether or not we hold information of the description set out in your request. In this instance I can confirm that we hold information on Ofsted's information retention policy.

Under the FOI Act, we are under a duty to provide you with all the information we hold which falls within the scope of your request, provided it is not 'exempt' information. In this instance as the information is not exempt, it can be disclosed to you in full.

We hold information about Ofsted's information retention policy within the *Information Use: Code of Practice*, as revised in December 2011. This provides a framework for the use and retention of information across Ofsted, including any information obtained from the SSI. Attached is a copy of the retention policy overview from the code, along with the Annex E framework and instructions.

I hope that this information is of assistance to you, and that this letter clearly explains our decision regarding your request. If you have any queries about our

response, please contact me at 0300 013 1087 and I will do my best to address them.

Alternatively, if you are dissatisfied with our response or the handling of your request, you may request a formal internal review. In order to do this, please write to the following address, setting out which areas of the response you are unhappy with:

Email: [Richxxx.xxxxxxx@xxxxxx.xxx.uk](mailto:Richxxx.xxxxxxx@xxxxxx.xxx.uk) or write to:

Information Management Team  
Ofsted  
Aviation House  
125 Kingsway  
London  
WC2B 6SE

If you are not content with the outcome of the internal review, you also have the right to apply to the Information Commissioner for a decision as to whether or not we have complied with our obligations under the FOI Act with respect to your request. The Information Commissioner can be contacted at:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely,

A handwritten signature in black ink, appearing to read "Nicola".

Nicola Tanner  
Information Delivery Officer  
Ofsted Information Management Team